

## CLOPTON PARISH COUNCIL – DATA RETENTION POLICY – April 2021

The Policy shows the minimum retention time documents must be kept in order to comply with the Freedom of Information Act 2000 and the General Data Protection Regulations May 2018. This information is also required for the parish council audit.

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Approved minutes	Indefinite	Archive
Notes taken at meeting	Until minutes are approved	Management
Scale of fees and charges	6 years	Management
Financial Statements	Indefinite	Archive
Receipts	7 years	VAT
Bank/building society statements	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	7 years	Limitation Act 1980
Paid invoices	7 years	VAT
Paid cheques	7 years	Limitation Act 1980
VAT records	7 years	VAT
Postage details	6 years	Audit
Insurance policies	While valid	Management
Certificate for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability Regulations 1998, Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances	7 years	Tax, Limitation Act 1980
Employees personal data	Variable – deleted when no longer required	Legal obligation Management
Planning permission	N/A Online - East Suffolk planning portal	For reference
Planning granted on appeal	N/A Online - East Suffolk planning portal	For reference
Planning refusals	N/A Online - East Suffolk planning portal	For reference
Routine correspondence	Variable - deleted when no longer required	Management, information